

POSITION DESCRIPTION

PROJECT MANAGEMENT SPECIALIST – FINANCIAL SECTOR

BASIC FUNCTION OF POSITION:

This position is located in the Economic Growth (EG) Office, USAID/Ghana. The Finance Sector Specialist's primary responsibility is to serve as the principal advisor for finance, microfinance, increasing access to capital and credit, loan guarantee programs and promoting venture capital to support market development activities and issues for the USAID Mission. This position is responsible for the design, planning, monitoring and evaluation of all microfinance, credit and loan guarantee related activities within the EG Office. The purpose of the Specialist position is to (a) serve as the principal advisor to the Mission on the development of financial services and loan programs; (b) assist the Mission to develop assistance programs to increase access to finance and credit in Ghana; (c) provide advice and counsel on necessary policy reforms to promote increased access to finance, microfinance and credits; (d) perform analysis of market and trade issues concerning the financial sector; and (e) promote partnerships, joint ventures and alliances to increase access to finance and credits including the creation of loan guarantee programs through the Development Credit Authority (DCA).

USAID's strategy for transformational development in Ghana seeks to boost economic growth by improving the enabling environment to attract more investment, increase competitiveness and the volume of trade, and creating wealth through better management of Ghana's natural resources. The main function of this position is to provide leadership to the Mission to achieve this strategic vision. The incumbent will take an active, results-oriented role in promoting joint ventures between the financial sector and private sector investors, creating mechanisms to raise venture capital, improving access to credit and finance to both the formal and informal sectors. The incumbent will also promote the implementation of policy reforms to reduce barriers to finance and credit.

The incumbent will provide advice and counsel to the Mission Director and Deputy Director, the EG Office Director, Private Sector Team Leader, other Mission Office Directors and technical experts. In addition, the position is responsible for developing and maintaining comprehensive knowledge of current EG issues and model interventions and for establishing and maintaining professional working relationships with senior Government of Ghana (GOG) officials, local businesses, key implementing partners and local leaders, and other business professionals.

MAJOR DUTIES AND RESPONSIBILITIES

A. Advises Mission on Financial and Credit Issues (25%)

1. Provides expert advice on finance, microfinance and access to credit issues and increasing financial products available to Ghanaian businesses. This includes advising USAID and partners on developing programs and contracts for financial and credit related activities. In this context, liaises with other mission staff, trade professionals and partners to ensure USAID finance programs are realistic and follows USAID regulations.

2. Researches and develops thorough analyses of opportunities and constraints to increase access to finance and credit from domestic or international sources. Follows closely current political, social and economic trends in Ghana and provides analysis on how these trends effect the development and implementation of the Mission's economic growth programs. This includes preparing analytical reports on finance, microfinance, credit and competitiveness within Ghana's political, economic and social context.
3. Maintains close contact with GOG and private sector actors active in finance, microfinance, credit and in foreign or domestic investments. Gathers both published and raw data on finance and credit from a wide variety of sources both nationally and internationally. Maintains up to date, accurate information on trends, opportunities, international businesses active in the financial sector in Ghana, and key players in international, regional and national finance.
4. Provides expert advice and counsel on Ghanaian economic policies and international financial agreements or conventions. Provides analysis and proposes policy reforms to the mission and partners including effective means to promote policy changes.

B. Management of Mission Finance Sector and Credit activities.

(60%)

1. Serves as Contracting Officer or Assistance Officer Representative (COR or AOR) for Mission contract and grant activities promoting financial services and access to credit activities which include constantly monitoring and evaluation program performance and financial oversight of programs managed under his/her supervision. Provides technical guidance to contractors and grantees within the scope of the grant agreements. Accepts deliverables from contractors on behalf of the mission.
2. Identifies and facilitates access to finance and credit through contacts with local businesses, US Government agencies, international organizations, entrepreneurs, and foreign embassies. Identifies and facilitates partnerships with financial institutions to increase market and trade opportunities in Ghana.
3. Serves as USAID liaison with donors group on financial services and credit, preparing necessary documents, presenting USAID's positions at meetings, and briefing USAID management and Embassy on issues and discussions.
4. Maintains active dialogue with other donors, local organizations, and various GOG offices on microfinance, financial services and credit issues and activities, building contacts to facilitate dissemination of information and coordination of activities.
5. Identifies and facilitates public/private partnerships and/or global development alliances that increase access to finance and credit. Develops loan guarantee programs in support of other USAID programs through the Development Credit Authority and other mechanisms.
6. Works with Mission personnel and partners on finance and credit specific policy reforms, coordinating closely with USAID Staff, donor organizations, high level GOG officials, and the private sector.
7. Contributes to regular reporting requirements such as field trip reports, quarterly accruals, procurement obligations and pipeline reviews and the semi-annual portfolio reviews.

8. Works closely with Mission monitoring and evaluation specialists and implementing partners to develop results frameworks for economic growth contract and grant activities and track and evaluation results achievement. Analyzes data and results needs to confirm their continuing validity. Takes a lead role in developing performance information for annual results reporting to AID/W. Conducts analysis of program performance and recommends changes in strategic and/or implementation approaches as required.

C. Coordinates Mission Finance, Credit and Loan Guarantee Activities with Partners, Donors, and the GOG (15%)

1. Maintains contacts with a variety USAID/Washington staff, especially the Africa Bureau and the Bureau for Food Security to keep abreast of current developments and successful interventions. Liaises with the Economic and Commercial Officer in the US Embassy to maintain up to date knowledge of US investors, or potential investors in Ghana.
2. Responds to requests from partners, USAID/Washington, the GOG and other donors on USAID's Finance and Credit programs, activities and results. In this context, provides USAID representation at national and regional technical conferences on issues of finance, credit and loan guarantees.
3. Actively cultivates and maintains professional relationships, partnerships and joint ventures with partners, traders, donors and the GOG to promote access to finance and credit and to increase domestic or foreign investment. Develops and maintains an extensive range of contacts with representatives of the Ghanaian public and private sectors, international financial institutions, investors, banks and microfinance institutions.

QUALIFICATIONS REQUIRED

- a. **Education:** A Master's degree, or equivalent in business administration, business management, economics, or other relevant field is required.
- b. **Prior Work Experience:** Five to seven years of prior work experience in a finance business, or closely related business experience or in a microfinance and credit development program is required. Intimate knowledge of Ghanaian financial laws highly desired. Experience working with venture capitalists, global development alliances, credit guarantees, information dissemination and communication of business and financial issues is also desirable.
- c. **Post Entry Training:** Programming Foreign Assistance (PFA), A&A Management for CORs/AORs, Development Credit Authority Overview
- d. **Language Proficiency:** Level IV proficiency in spoken and written English is required for this position. Refined oral presentation and writing skills that allow employee to make effective presentations and development relationships with partners. Speaking skills in one or more local languages desirable.
- e. **Knowledge:** Thorough knowledge of basic market development, financial and credit principles. Knowledge of banking and microfinance institutions operating practices, venture capital development, marketing and sales of financial and savings products, financial analysis, loan guarantees and quality management is expected. The incumbent must have broad knowledge of current political, social, economic and strategic factors in Ghana and an excellent

understanding of the complexity of Ghana organizational structure, bureaucracy and the reform processes which are on-going.

- f. **Abilities and Skills:** Capacity for critical analysis of current finance and credit issues and initiative in carrying out assigned tasks and strong interpersonal qualities are essential. Originality of ideas and creative thinking highly desired. Plans, organizes, and executes complex business management and finance related activities. Prepares precise, accurate reports using rigorous analytical and interpretive skills. Prepares internal reporting documentation in English. Establishes and maintains professional and effective contacts with GOG counterparts, other donor technical staff and implementing partner Chief-of-Party.